
Welcome to...

Report Generation – Budget Execution

Welcome and Introductions



Course Prerequisites



✓ Change Discussions

✓ RWD SAP 4.6C



Course Objectives



- At the end of this course, individuals should be able to use SAP to:
 - Utilize SAP R/3 to generate reports
 - Utilize Business Warehouse (BW) to generate reports
 - Access OLQR to aid in performing tasks related to report generation

Benefits of Report Generation – Budget Execution



- SAP and BW provide automation for:
 - Integrated system to display reports
 - Transactional and analytical data respectively

Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:15
2. Background	00:10
3. Topic 1: SAP R/3 Report Generation	00:50
4. Topic 2: BW Report Generation	00:40
5. Topic 3: Status of Funds Report	00:40
6. Topic 4: Operating Plan to Actual Report	00:40
7. Topic 5: Phasing Plan to Actual Report	00:40
8. Course Summary	00:05
Total Course Time	04:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Exercises
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the on-line training course feedback form



Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet
 - Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3



Background Knowledge

Background Knowledge



- Key definitions:

- **Characteristics:** An evaluation group, providing data set classification
- **Characteristic values:** The permitted values of a characteristic in the master data
- **Drill down:** To view more detailed information about the data contained in a report
- **Key figures:** Values or quantities
- **Filter Cells:** Contain characteristics that are used or may be used to select filters on
- **List:** The results of a report or the report's output
- **Parameters:** Report parameters determine the layout features of the report, such as the page format of the report and the numeric format of the report data



Background Knowledge



- Key definitions:

- **Query:** A data evaluation based on the selection of characteristics and key figures
- **Results Area:** The lower portion of the workbook that displays the result set from the query, along with column headers and subtotals by drill down characteristic, and grand totals
- **Scope of List:** Parameters that define scope of lists determine the information to be displayed in the list. Scope of list controls whether certain information is displayed with the item data
- **Selection Criteria:** Specified data to be included in a report
- **Workbook:** A Microsoft Excel file with several worksheets



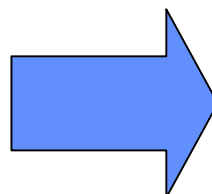
Background Knowledge



Differences between the previous system and SAP/BW:

Old system:

- Center specific reporting tools
- Data redundancy and inconsistent information



SAP/BW system:

- Agency wide standard for reporting
- Standardized information and processing and recording of financial events efficiently

Topic 1

SAP R/3 Report Generation

Topic 1: Overview



- SAP Report Generation
 - Transactional data or current day's data
 - Features/capabilities of SAP R/3 reporting function

Topic 1: Objectives

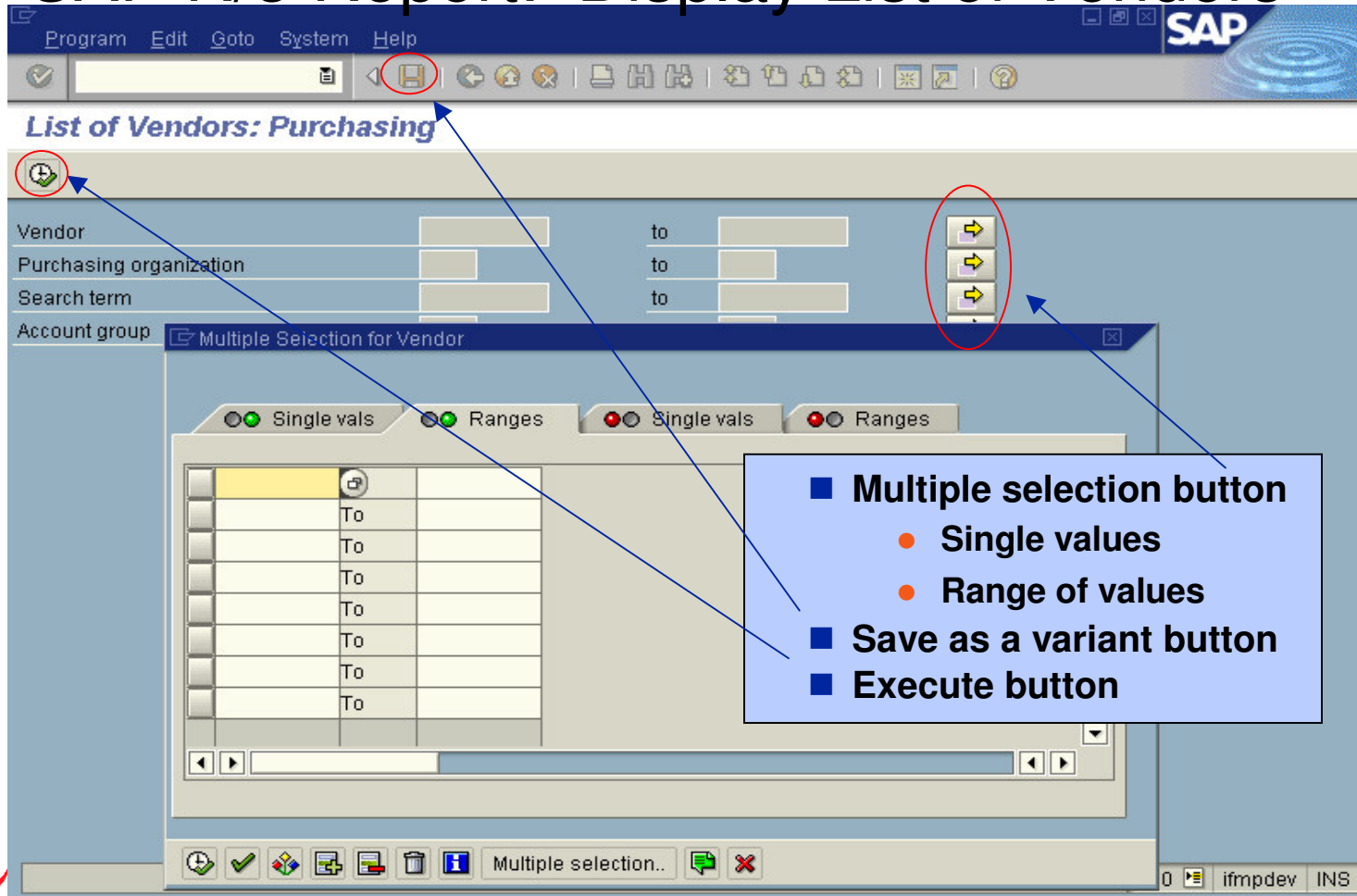


- Upon completion of this topic individuals should be able to accomplish the following:
 - Select criteria and save a variant
 - Drill down
 - Display layouts
 - Print and export to Excel
 - Run a report in the background



Topic 1: Screenshot

SAP R/3 Report: Display List of Vendors



Demonstrations and Exercises Introduction



Demonstrations and Exercises



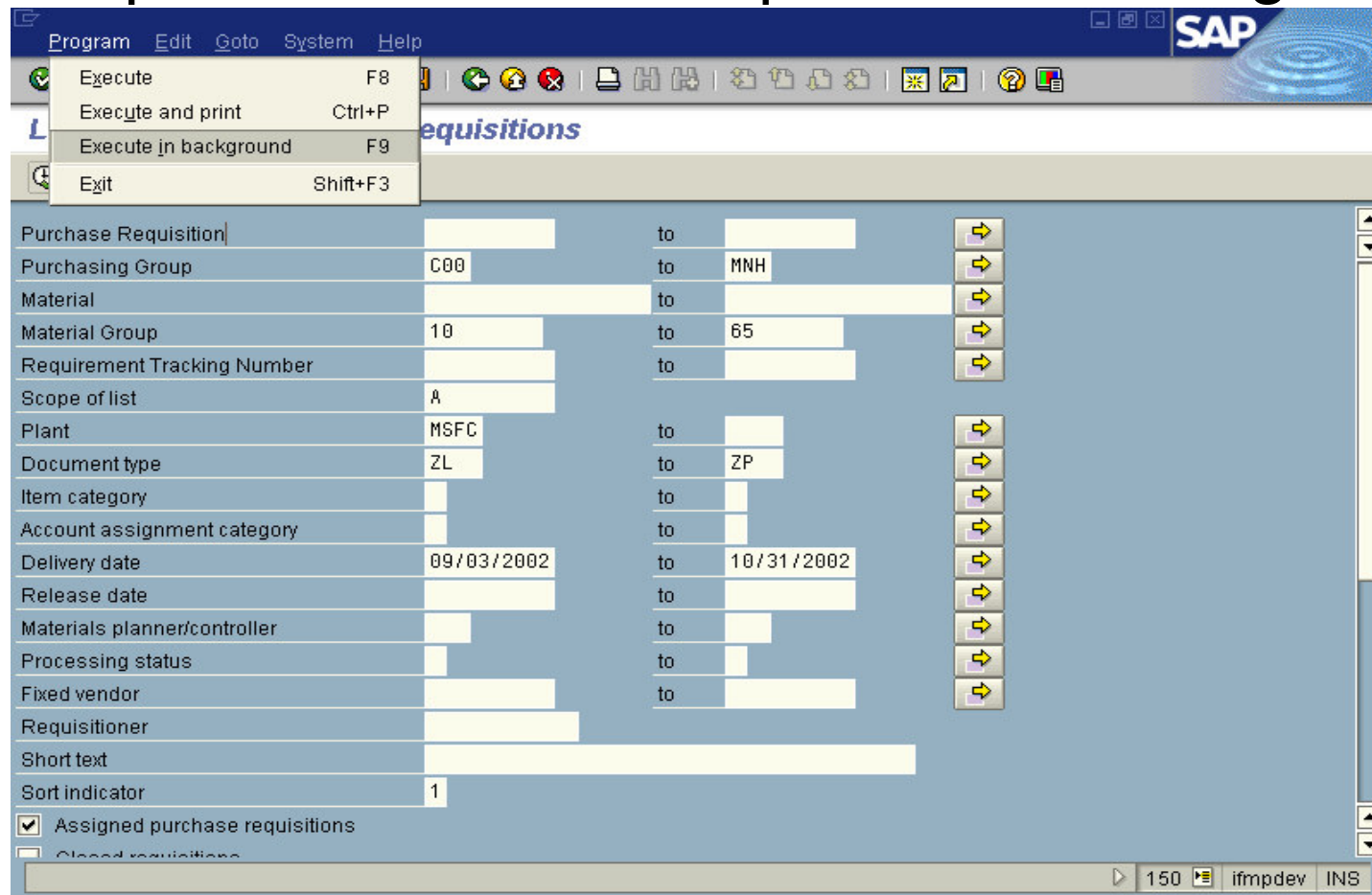
-
- **Select Criteria**
 - **Drill Down**
 - **Display Layout**
 - **Print and Export a Report**



Topic 1: Running a Report in the Background



Menu path to execute a report in the background



Topic 1: Running a Report in the Background



Output parameters to report in the background

The screenshot shows a software interface with a menu bar (Program, Edit, Goto) and a list of options on the left. The main window is titled 'Background Print Parameters'. It contains several sections: 'Output device' (MSF-4663-C121-4663_C121_A), 'Number of copies' (1), 'Number of pages' (Print all selected), 'Spool request' (Name: RM06BA00_BAK), 'Spool options' (Print immediately, Delete after output, New spool request all checked; Print priority: 5 Medium; Spool retention per.: 8 Day(s); Archiving mode: Print only), 'Cover sheets' (SAP and OperSys cover pages selected), 'Print settings' (Report page: 65 Rows, Report width: 80 Columns, Format: X_65_80), and a 'User-specific print parameters' checkbox at the bottom which is checked. A 'v INS' button is visible in the bottom right corner of the dialog.

Program Edit Goto

List Display of P

Purchase Requisition
Purchasing Group
Material
Material Group
Requirement Tracking Num
Scope of list
Plant
Document type
Item category
Account assignment categ
Delivery date
Release date
Materials planner/controller
Processing status
Fixed vendor
Requisitioner
Short text
Sort indicator
☒ Assigned purchase req
☐ Closed requisitions

Background Print Parameters

Output device MSF-4663-C121-4663_C121_A

Number of copies 1

Number of pages

☒ Print all
☐ Print from page 0 To 0

Spool request

Name RM06BA00_BAK

Title

Authorization

Spool options

☒ Print immediately
☒ Delete after output
☒ New spool request

Print priority 5 Medium

Spool retention per. 8 Day(s)

Archiving mode Print only

Cover sheets

☒ SAP cover page
☒ OperSys cover page
☐ Selection cover page

Recipient BAKERLE

Department

Print settings

Report page 65 Rows ☐ Only text

Report width 80 Columns

Format X_65_80

☒ User-specific print parameters

v INS

Topic 1: Debrief



- Select criteria
 - Restricting the report
 - Saving a variant when appropriate
- Drill down
 - Accessing detailed reports and source documents
- Display layout
 - Navigating through the report
 - Utilizing sorting and summation features
- Print and export a report
 - Choosing from various print options
 - Exporting to Excel to format, save, and/or print
- Run a report in the background
 - Processing reports without tying up a session or opening multiple session



Topic 2

BW Overview

Topic 2: Overview



- BW Report Generation
 - Combines data across functional area
 - Accepts non-SAP data
 - Allows end-user to access and format data from a web browser
 - Presents data in another application



Topic 2: Objectives

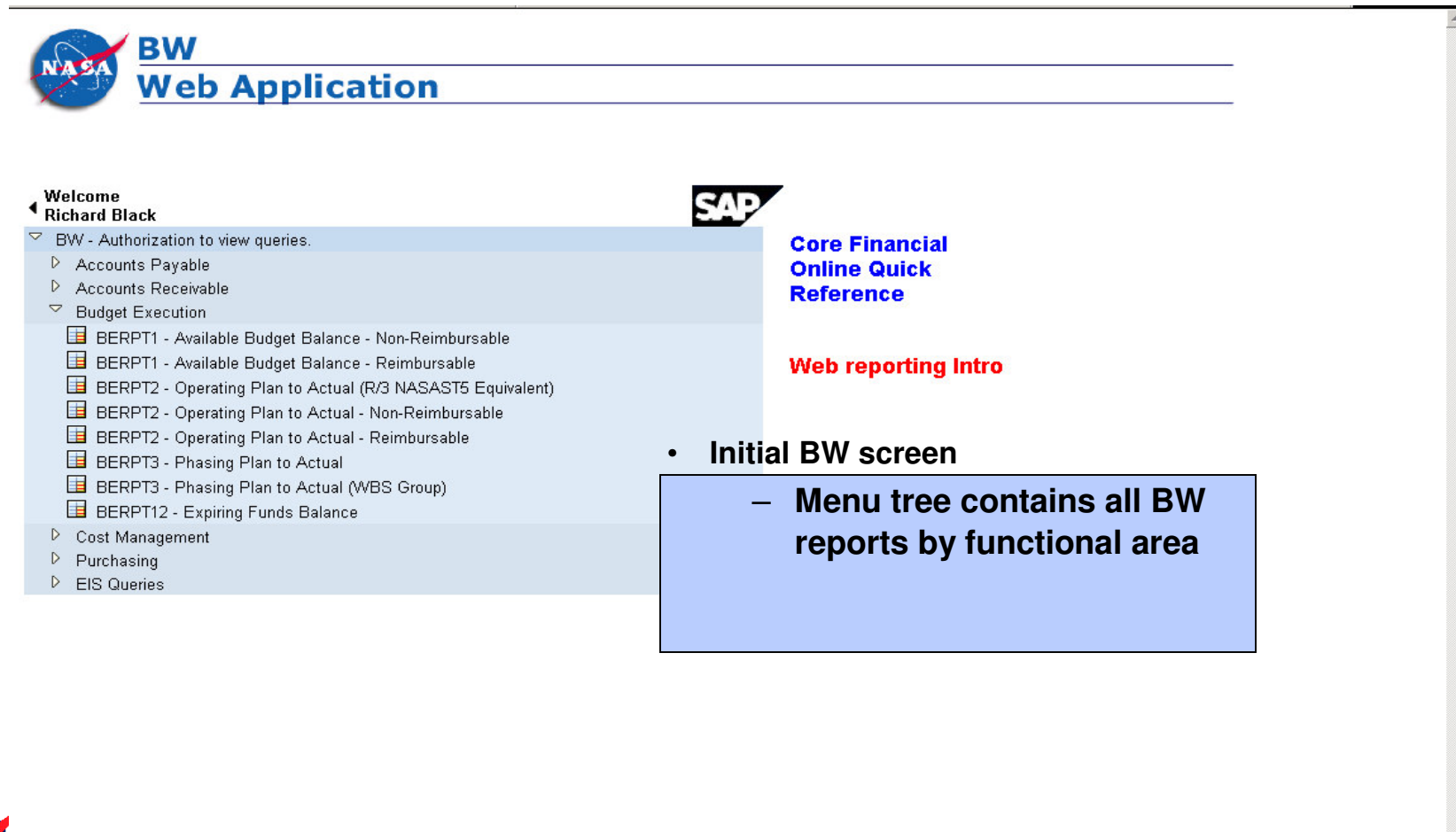


- Upon completion of this topic, individuals should be able to accomplish the following:
 - Logon to BW
 - Select the applicable query
 - Sort the report
 - Drill down
 - Format the report
 - Attach and remove a chart
 - Print and save the report as a web page
 - Export the data to an Excel workbook



Topic 2: Screenshot

Payment Methods



NASA BW Web Application

Welcome
Richard Black

SAP

Core Financial
Online Quick
Reference

Web reporting Intro

- Initial BW screen
 - Menu tree contains all BW reports by functional area

Menu tree contents:

- ▼ BW - Authorization to view queries.
 - ▷ Accounts Payable
 - ▷ Accounts Receivable
 - ▼ Budget Execution
 - BERPT1 - Available Budget Balance - Non-Reimbursable
 - BERPT1 - Available Budget Balance - Reimbursable
 - BERPT2 - Operating Plan to Actual (R/3 NASAST5 Equivalent)
 - BERPT2 - Operating Plan to Actual - Non-Reimbursable
 - BERPT2 - Operating Plan to Actual - Reimbursable
 - BERPT3 - Phasing Plan to Actual
 - BERPT3 - Phasing Plan to Actual (WBS Group)
 - BERPT12 - Expiring Funds Balance
 - ▷ Cost Management
 - ▷ Purchasing
 - ▷ EIS Queries

Demonstrations and Exercises Introduction



Demonstrations and Exercises



-
- Running a BW Query from a Web Browser



Topic 2: Debrief



- Features of BW
 - Select criteria
 - Filter the report
 - Sort the report
 - Drill down to greater detail
 - Hide a column
 - Attach a chart
 - Print and save a report as a web page
 - Export a report to Excel



Topic 3

Status of Funds Report

Topic 3: Overview



- Status of Funds
 - Available Budget Balance – Non Reimbursable Report & Available Budget Balance – Reimbursable Report
 - Provide information on:
 - Operating plan
 - Budget distributions
 - Total commitments against budget
 - Available budget



Topic 3: Objectives



- Upon completion of the Status of Funds Report topic, individuals should be able to accomplish the following:
 - Use this report to analyze the current Operating Plan, budget distributions, total commitments against budget and the available budget



Topic 3: Screenshot



Status of Funds Report – Available Budget Balance – Non-Reimbursable Report



BW Web Application

BERPT1 - Available Budget Balance - Non-Reimbursable



Navigation block:

Budget Line Item		Budget Subtype		Budget Version	
Business area		Cognizant Office		Cognizant Sender Off	
Commitment item		Fiscal year		Functional area	
Fund		Fund Type		Funds Center	
NASA/HSF522002D					
Lead Center		Lead Center 2		Period/Fiscal Year	
Program		Program Area		Subauthorization Rec	
Key Figures					

Variable Values

Business Area (Center)	Marshall Space Flight Center
Fiscal Year (Selection Options, Optional)	2002..2002
FM Operating Plan	Current

Fund	Operating Plan	Budg. vs. Op. Plan	Budget	Committed	Budget BCF	Open Docs CF	Available Budget
HSF522002D		\$ 94,024,823.00	\$ 94,024,823.00	\$ 66,431,512.61		\$ 3,314,634.00	\$ 24,278,676.39



Topic 3: Screenshot



Status of Funds Report – Available Budget Balance – Reimbursable Report

BW
Web Application

BERPT1 - Available Budget Balance - Reimbursable

▼ **Navigation block:**

Budget Line Item	Budget Subtype	Budget Version
Business area	Cognizant Office	Cognizant Sender Off
Commitment item	Fiscal year	Functional area
Fund	Fund Type	Funds Center
NASA/SAT292002R	Lead Center 2	Period/Fiscal Year
Lead Center	Program Area	Subauthorization Rec
Program		
Key Figures		

▼ **Variable Values**

Business Area (Center)	Marshall Space Flight Center
Fiscal Year (Selection Options, Optional)	2002..2002
FM Operating Plan	Current

Fund	Operating Plan	Budget	Reservations	Budget BCF	Open Docs CF	Available Blanket Budget	Commitment	Available Budget (Reim)
SAT292002R		\$ 12,809,109.00	\$ 6,979,613.19		\$ 170,000.00	\$ 5,659,495.81	\$ 3,174,340.97	\$ 3,805,272.22

Topic 3: Debrief



- Individuals should be able to accomplish the following:
 - Use the Status of Funds reports to determine current available budget
 - Narrow search using selection criteria
 - Drill down on information within the report to view details



Topic 4

Operating Plan to Actual Reports

Topic 4: Overview



- Operating Plan to Actual Reports
 - ITD Operating Plan to Actual – Non Reimbursable (BW)
 - ITD Operating Plan to Actual – Reimbursable (BW)
 - Operating Plan to Actual – Non-Reimbursable (BW)
 - Operating Plan to Actual – Reimbursable (BW)
 - Analyze reimbursable and non-reimbursable dollars
 - Provide information on:
 - Operating Plan comparisons
 - Transaction totals for commitments, obligations, costs, disbursements
 - Variance analysis

Topic 4: Objectives



- Upon completion of the Operating Plan to Actual Reports topic, individuals should be able to accomplish the following:
 - Use this report to provide analysis on:
 - Operating plans
 - Transaction totals for commitments, obligations, costs, and disbursements
 - Variance

Topic 4: Screenshot



ITD Operating Plan to Actual - Non-Reimbursable Report

BW
Web Application

BERPT2 - Operating Plan to Actual - Non-Reimbursable

Navigation block:

BW: Document Number	Budget Subtype	Budget Version
Business area	Chart of accounts	Commitment item
Cost center	FM area	Fiscal year
Functional area	Fund	Fund Type
Funds Center	NASA/HSF542002D	Network
Network activity	G/L Account	Period/Fiscal Year
Project Definition	PReq (Ref.inPO also)	WBS element
WBS element (ext.)	Key Figures	

Variable Values

Business Area (Center)	Marshall Space Flight Center
Fiscal Year (Selection Options, Optional)	2002..2002
FM Operating Plan	Current

Fund	FM Operating Plan	Budget	Commitment	Obligation	Cost	Disbursement	Budget BCF	Open Doc/BCF	Available Budget
HSF542002D		\$ 1,066,549,153.00	\$ 873,264,074.33	\$ 816,847,094.01	\$ 66,605,385.92	\$ 3,917,878.65		\$ 0.00	\$ 193,285,078.67
Overall Result		\$ 1,066,549,153.00	\$ 873,264,074.33	\$ 816,847,094.01	\$ 66,605,385.92	\$ 3,917,878.65		\$ 0.00	\$ 193,285,078.67

Topic 4: Screenshot



ITD Operating Plan to Actual - Reimbursable Report

BW
Web Application

BERPT2 - Operating Plan to Actual - Reimbursable

Navigation block:

Budget Line Item	Budget Subtype	Budget Version
Business area	Cognizant Office	Cognizant Sender Off
Commitment item	Controlling area	Cost Element
Cost center	FM area	Fiscal year
Functional area	Fund	Funds Center
Lead Center	Lead Center 2	Network
Network activity	Period/Fiscal Year	Priority
Program	Program Area	Program Office
Project Definition	Project def. (ext.)	Subauthorization Rec
WBS element	WBS element (ext.)	Key Figures

Variable Values

Business Area (Center)	Marshall Space Flight Center
Fiscal Year (Selection Options, Optional)	2002..2002
FM Operating Plan	Current

SAT291995R		\$ 2,306,166.00	\$ 270,164.00	\$ 270,164.00	\$ 270,164.00	\$ 0.00	\$ 0.00	\$ 0.00
SAT291996R		\$ 4,594,915.27	\$ 2,616,503.30	\$ 2,616,503.30	\$ 2,616,503.30	\$ 2,041,898.73	\$ 2,041,898.73	\$ 0.00
SAT291997R		\$ 14,936,002.23	\$ 10,274,285.38	\$ 10,274,285.38	\$ 10,274,285.38	\$ 9,188,054.38	\$ 6,585,505.38	\$ 0.00
SAT291998R		\$ 7,826,174.21	\$ 4,643,541.00	\$ 4,643,541.00	\$ 4,643,541.00	\$ 3,070,673.00	\$ 2,009,882.00	\$ 0.00
SAT291999R		\$ 13,670,307.26	\$ 9,994,980.74	\$ 9,994,980.74	\$ 9,994,980.74	\$ 3,870,445.08	\$ 863,994.08	\$ 0.00
SAT292000R		\$ 17,254,418.05	\$ 15,119,900.01	\$ 15,119,900.01	\$ 15,119,900.01	\$ 7,642,995.04	\$ 2,246,795.72	\$ 0.00
SAT292001R		\$ 10,997,296.00	\$ 8,314,435.46	\$ 8,314,431.46	\$ 8,259,863.46	\$ 4,694,493.06	\$ 267,829.87	\$ 0.00
SAT292002R		\$ 12,809,109.00	\$ 6,970,613.19	\$ 3,174,340.97	\$ 3,089,340.97	\$ 1,389,301.57	\$ 145,000.00	\$ 0.00
SAT412002R		\$ 1,711,159.00	\$ 1,471,267.33	\$ 1,348,881.63	\$ 1,348,881.63	\$ 1,348,881.63	\$ 1,337,131.63	\$ 0.00
SAT422002R		\$ 737,753.00	\$ 677,310.20	\$ 270,851.07	\$ 270,851.07	\$ 190,393.08	\$ 148,755.65	\$ 0.00
Overall Result		\$ 220,397,897.34	\$ 160,045,880.74	\$ 155,571,400.68	\$ 155,427,282.68	\$ 99,910,804.41	\$ 82,073,062.32	\$ -787,560.96


Dryden Flight Research Center

04/01/03

Topic 4: Screenshot



Operating Plan to Actual – Non-Reimbursable Report



BERPT2 - Operating Plan to Actual - Non-Reimbursable

Navigation block:

BW: Document Number	Budget Subtype	Budget Version
Business area	Chart of accounts	Commitment item
Cost center	FM area	Fiscal year
Functional area	Fund	Fund Type
Funds Center	G/L Account	Network
Network activity	PReq (Ref.inPO also)	Period/Fiscal Year
Project Definition	Project def. (ext.)	WBS element
WBS element (ext.)	Key Figures	

Variable Values

Business Area (Center)	Marshall Space Flight Center
Fiscal Year (Selection Options, Optional)	2002..2002
FM Operating Plan	Current

HSF412002D	\$ 114,608,299.00	\$ 95,242,619.38	\$ 95,242,619.38	\$ 94,931,571.82	\$ 90,182,437.29	\$ 0.0
HSF422002D	\$ 2,906,872.00	\$ 2,332,116.21	\$ 2,332,116.21	\$ 1,877,402.65	\$ 1,486,070.58	\$ 0.0
HSF462002D	\$ 2,875,000.00	\$ 100,000.00	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ 0.0
HSF522000D	\$ 383,514,496.00	\$ 241,195,960.99	\$ 241,195,960.99	\$ 13,762,967.66	\$ 8,148,727.89	\$ 0.0
HSF522001D	\$ 286,386,809.00	\$ 159,038,432.31	\$ 154,735,360.73	\$ 13,660,803.08	\$ 6,652,374.14	\$ 0.0
HSF522002D	\$ 94,024,823.00	\$ 66,431,512.61	\$ 64,774,195.61	\$ 3,674,734.15	\$ 61,463.58	\$ 0.0
HSF542000D	\$ 1,077,930,587.00	\$ 503,338,883.14	\$ 503,338,883.14	\$ 10,342,771.20	\$ 5,220,609.10	\$ 0.0
HSF542001D	\$ 1,076,577,179.00	\$ 578,399,355.95	\$ 577,862,265.46	\$ 13,418,521.59	\$ 7,778,563.92	\$ 0.0
HSF542002D	\$ 1,066,549,153.00	\$ 873,264,074.33	\$ 816,847,094.01	\$ 66,605,385.92	\$ 3,917,878.65	\$ 0.0
HSF552000D	\$ 2,500,000.00					\$ 0.0
HSF552001D	\$ 2,541,000.00	\$ 466,898.51	\$ 76,398.51	\$ 29,033.61	\$ 0.00	\$ 0.0
HSF552002D	\$ 2,500,000.00					\$ 0.0
MS361995D	\$ 5,681,181.00	\$ 295,546.00	\$ 295,546.00	\$ 295,546.00	\$ 295,546.00	\$ -5,385,635.00
MS361996D	\$ 7,020,000.00	\$ 471,294.00	\$ 471,294.00	\$ 471,294.00	\$ 471,294.00	\$ 0.0
MS371995D	\$ 4,775,000.00	\$ 522,000.00	\$ 522,000.00	\$ 522,000.00	\$ 522,000.00	\$ 0.0
MS371996D	\$ 6,352,065.00	\$ 1,373,204.00	\$ 1,373,204.00	\$ 1,373,204.00	\$ 1,373,204.00	\$ 0.0

Topic 4: Screenshot



Operating Plan to Actual –Reimbursable Report

NASA BW Web Application

BERPT2 - Operating Plan to Actual - Reimbursable

Navigation block:

Budget Line Item	Budget Subtype	Budget Version
Business area	Cognizant Office	Cognizant Sender Off
Commitment item	Controlling area	Cost Element
Cost center	FM area	Fiscal year
Functional area	Fund	Funds Center
Lead Center	Lead Center 2	Network
Network activity	Period/Fiscal Year	Priority
Program	Program Area	Program Office
Project Definition	Project def. (ext.)	Subauthorization Rec
WBS element	WBS element (ext.)	Key Figures

Drilldown in the Rows

Variable Values

Business Area (Center)	Marshall Space Flight Center
Fiscal Year (Selection Options, Optional)	2002 .2002
FM Operating Plan	Current

HSF412002R		\$ 417,000.00	\$ 203,878.81	\$ 203,878.81	\$ 203,878.81	\$ 203,878.81	\$ 203,878.81	\$ 0.
HSF542000R		\$ 8,837,884.00	\$ 8,837,884.00	\$ 8,837,884.00	\$ 8,837,884.00	\$ 0.00	\$ 0.00	\$ 0.
HSF542001R		\$ 329,420.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.
HSF542002R		\$ 6,354,644.00	\$ 70,826.00	\$ 20,826.00	\$ 16,276.00	\$ 0.00	\$ 0.00	\$ 0.
MS371995R		\$ 201,598.77	\$ 201,575.00	\$ 201,575.00	\$ 201,575.00	\$ 201,575.00	\$ 201,575.00	\$ 0.
MS371996R		\$ 232,768.42	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	\$ 0.
MS371997R		\$ 28,777.50	\$ 390.00	\$ 390.00	\$ 390.00	\$ 0.00	\$ 0.00	\$ 0.
MS371998R		\$ 71,804.77	\$ 2,002.77	\$ 2,002.77	\$ 2,002.77	\$ 2,002.77	\$ 2,002.77	\$ 0.
MS371999R		\$ 5,237.76	\$ 1,472.43	\$ 1,472.43	\$ 1,472.43	\$ 1,372.43	\$ 1,372.43	\$ 0.
MS372000R		\$ 10,670.30	\$ 7,065.93	\$ 7,065.93	\$ 7,065.93	\$ 6,865.93	\$ 6,865.93	\$ 0.

Dryden Flight Research Center

04/01/03

Topic 4: Debrief



- Individuals should be able to accomplish the following:
 - Use the Operating Plan to Actual reports to determine current budget
 - Narrow search using selection criteria
 - Drill down on information within the report to view details

Topic 5

Phasing Plan to Actual Report

Topic 5: Overview



- Phasing Plan to Actual
 - Phasing Plan to Actual Report
 - Provides information on:
 - Commitments
 - Obligations
 - Costs
 - Civil-service FTEs
 - Contractor WYEs



Topic 5: Objectives




- Upon completion of the Phasing Plan to Actual Report topic, individuals should be able to accomplish the following:
 - Use this report to analyze Phasing Plan to Actual comparisons for commitments, obligations, costs, civil service FTEs and Contractor WYEs



Topic 5: Screenshot



Phasing Plan to Actual Report



BW
Web Application

BERPT3 - Phasing Plan to Actual

Navigation block:

Business area	FIPS Code	Fiscal year
Functional area	Fund	Period/Fiscal Year
Priority	Project Definition	Project def. (ext.)
WBS Key word ID for	WBS element	WBS element (ext.)
Key Figures		

Variable Values

Business Area/Center Range	Marshall Space Flight Center..Marshall Space Flight Center
Fiscal Year (Single Value Entry, Required)	2002
Phasing Plan Version	Operating Plan - Current

Fund	HSF522002D				
Period/Fiscal Year	May 2002	July 2002	August 2002	September 2002	Result
Phased Commits					
Commitments	\$ 40,973,952	\$ 15,419,688	\$ -23,400	\$ 316,294	\$ 56,686,533
Variance Commits	\$ -40,973,952	\$ -15,419,688	\$ 23,400	\$ -316,294	\$ -56,686,533
Variance % Commits	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Phased Obs					
Obligations	\$ 40,973,952	\$ 13,763,401	\$ -23,400	\$ 315,264	\$ 55,029,216
Variance Obs	\$ -40,973,952	\$ -13,763,401	\$ 23,400	\$ -315,264	\$ -55,029,216
Variance % Obs	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Phased Cost					
Cost	\$ 0	\$ 0	\$ 56,599	\$ 1,093,344	\$ 1,149,942
Variance Cost	\$ 0	\$ 0	\$ -56,599	\$ -1,093,344	\$ -1,149,942
Variance % Cost	X	X	0.0 %	0.0 %	0.0 %
Phased CS FTE					
Civil Service FTE		0.0	0.0	0.0	0.0
Phased Cont WYE					

Topic 5: Debrief



- Individuals should be able to accomplish the following:
 - Use the Phasing Plan to Actual report to provide information on:
 - Commitments
 - Obligations
 - Costs
 - Civil-service FTEs
 - Contractor WYEs

End of Course Review

Review Objectives & Expectations



- Everyone here should now be able to:
 - Utilize SAP R/3 and BW for reporting requirements
 - Understand when and how to use some of the reports offered in SAP R/3 and BW within Budget Execution.
 - Status of Funds Reports
 - Operating Plan to Actual Reports
 - Phasing Plan to Actual Report

Available Resources



- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

